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C. I. O.

DISASTER PLAN

The Disaster Plan of C.I.O. is devised as a means of taking immediate and effective action in protecting life, classified information, equipment and installations of C.I.O. in the event of actual or threatened emergency in the Washington area. The Plan is designed so that it can be applied during or after regular work hours, and is constituted to cope with all types of emergency, which are divided into three major parts:

1. Fire
2. Air Raid
3. Other Emergencies

"Other emergencies" include riot, attempted penetration of C.I.O. installations by acts of diversion or armed assault, civilian commotion, natural disaster, state of emergency, or war.

Every member of C.I.O. has a part to play in carrying out the provisions of the Plan. A disaster organization will be developed, the same members of which will function in each type of emergency. The organization will consist of the following:

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DISASTER COORDINATOR, hereinafter referred to as "the Coordinator," will be an official of C.I.G. appointed to head up and be responsible for the effective operation of the C.I.G. DISASTER PROGRAM. Unless otherwise directed, the Coordinator will be the Executive for Personnel and Administration. In an emergency any orders and instructions issued by the Coordinator, through his subordinates, shall be followed by all members of C.I.G. The Coordinator will be responsible for appointing and properly instructing his deputies and the Building Disaster Officers, and for filling vacancies in those categories as they occur.

DEPUTY DISASTER COORDINATORS, hereinafter referred to as "Deputy Coordinators," will be high-ranking C.I.G. officials appointed by the Coordinator. Four Deputies will be appointed and will assist the Coordinator in developing the disaster organization, and serve as aids in marshalling and directing the disaster forces in time of emergency.

BUILDING DISASTER OFFICER, hereinafter referred to as "Building Officer," will be appointed by the Coordinator to take charge of the

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disaster activities in the building assigned to him. One Building Officer will be appointed for each C.I.G. building, and will be selected from ranks no lower than that of Division Director or the equivalent. Each Building Officer will be responsible for the effective operation of the Disaster Plan in his building, and will be accountable to, and subject to, the orders of the Coordinator or Deputy Coordinators. In an emergency, orders and instructions issued by the Building Officer will be followed by his subordinate members of the disaster organization in the building over which he has jurisdiction. The Building Officer will be responsible for appointing and properly instructing Floor Disaster Officers, one for each floor of the building, and for filling vacancies in that category as they occur. Each Building Officer will choose an alternate capable of functioning in his stead, or to assist him in time of emergency.

FLOOR DISASTER OFFICER, hereinafter referred to as "Floor Officer,"

will be appointed by the Building Disaster Officer to take charge of

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the disaster activities of a specific building floor to which he is assigned. One Floor Officer will be appointed for each floor of all CIO buildings. Each Floor Officer will be responsible for the effective operation of the Disaster Plan on the floor to which he is assigned. He will be accountable to, and subject to, the orders of the Building Officer. In an emergency, orders and instructions issued by the Floor Officer will be followed by his subordinate members of the disaster organization on the floor over which he has jurisdiction. The Floor Officer will be responsible for appointing and properly instructing Area Disaster Officers assigned to specific areas within the floor, and for filling vacancies in that category as they occur. Each Floor Officer will choose an alternate capable of functioning in his stead, or to assist him in time of emergency.

AREA DISASTER OFFICER, hereinafter referred to as "Area Officer," will be appointed by the Floor Officer to take charge of the disaster activities within a specific floor area to which he is assigned. A floor area will usually consist of four or five average size rooms, and one Area Officer

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will be appointed for each such area on the floor. Each Area Officer will be responsible for the effective operation of the Disaster Plan within the floor area to which he is assigned. He will be accountable to, and subject to, the orders of the Floor Officer. In an emergency, orders and instructions issued by the Area Officer will be followed by all employees located within the area over which he has jurisdiction. The Area Officer will be responsible for properly instructing such employees in the operation of the Disaster Plan, in so far as it concerns them. Each Area Officer will choose an alternate capable of functioning in his stead, or to assist him in time of emergency.

EMPLOYEES, under the guidance of the Area Officer, will familiarize themselves with the Disaster Plan, the functions which they are expected to perform, and the steps which they are expected to follow under the three types of emergency.

DISASTER PLAN OPERATIONS

Emergency during non-work hours.

Any of the three types of emergency.

1. If the emergency is detected by a member of the P.B.A. Guard

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the Security Division. The Night Duty Officer will quickly determine the essential facts of the emergency, call the Coordinator, proceed to the scene of the trouble and take such on-the-spot action as he deems necessary, pending the arrival of the Coordinator, unless he is otherwise instructed by the latter. If the emergency is detected by a CIG employee, the Night Duty Officer will be called, and the same procedure followed.

2. COORDINATOR

The Coordinator, upon receipt of the call from the Night Duty Officer, will, if the emergency is of widespread scope, call the First Deputy Coordinator and proceed to the point of emergency or to an appropriate headquarters. If warranted, he will also summon military and police aid, either initially or upon arrival at the scene of the trouble. He will then issue such instructions and take such other action as he deems the circumstances justify.

DEPUTY COORDINATOR, FIRST

The First Deputy Coordinator, upon being notified of the emergency by the Coordinator, will call the Second, Third and Fourth Deputy Coordinators,

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and proceed to the scene of the emergency or to such other point as may be directed by the Coordinator.

DEPUTY COORDINATORS, SECOND, THIRD AND FOURTH

The Second, Third and Fourth Deputy Coordinators will call all the Building Disaster Officers (one for each building). The Building Disaster Officers, for purposes of speedy notification, will be divided among the three Deputy Coordinators on a predetermined but flexible basis. As each of the three Deputy Coordinators completes his allotted call, he will proceed to the scene of the emergency and place himself at the disposal of the Coordinator.

BUILDING DISASTER OFFICERS

Upon being notified of the emergency by a Deputy Coordinator, each Building Disaster Officer will call his Alternate and his floor Disaster Officers (one for each floor), and proceed to his particular building. He will then carry out such instructions as may be issued to him by the Coordinator or Deputy Coordinator, and take such other action as he deems

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the circumstances warrant, with particular emphasis on the safeguarding of classified information.

FLOOR DISASTER OFFICER

Upon being notified of the emergency by the Building Disaster Officer, each Floor Disaster Officer will call his Alternate and his Area Disaster Officers, and proceed to his station on the floor for which he is responsible. He will then carry out such instructions as may be issued to him by the Building Disaster Officer, and take such other action as he deems the circumstances warrant, with particular emphasis on the safeguarding of classified information.

AREA DISASTER OFFICER

Upon being notified of the emergency by the Floor Disaster Officer, each Area Disaster Officer will call his Alternate and proceed to the particular floor area for which he is responsible. He will then carry out such instructions as may be issued to him by the Floor Disaster Officer, and take such other action as he deems the circumstances warrant, with particular emphasis on the safeguarding of classified information.

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ALTERNATE DISASTER OFFICERS

Alternate Disaster Officers, unless instructed to the contrary, upon being notified of an emergency, will proceed to their respective stations and place themselves at the disposal of their disaster organization superiors.

PREPARATION OF REPORTS

Building Disaster Officers, in conjunction with their subordinates, will submit reports concerning the causes, effects and other pertinent facts regarding the emergency to the Coordinator, who, in turn, will prepare a consolidated report for presentation to the appropriate CIG officials.

RESTRICTED EMERGENCY

In case an emergency is localized or limited in scope, such as the involvement of only one or two buildings, the Coordinator may summon only those parts of the disaster organization appropriate to the occasion.

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SECURITY OFFICER, CIG

In case of emergency, the Night Duty Officer will notify the CIG Security Officer, who, in turn, will take suitable security measures in cooperation with the coordinator. Such measures must not conflict with any action taken by the Coordinator, who shall be in supreme command in time of emergency, and subject only to the authority of the Director or a Deputy Director, CIG.

DISRUPTION OF TELEPHONE FACILITIES

If telephone facilities are partially disrupted, the members of the disaster organization may use public telephones or any other practical means for purposes of summoning the Disaster Staff to their posts in time of emergency. In the event of complete interruption of telephone service, the use of automobiles or any available means of communication may be resorted to, in order to summon the members of the Disaster Staff to their posts.

END OF EMERGENCY

All Disaster Officers summoned to their stations in an emergency, will remain on duty until dismissed by the Coordinator directly, or

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through his subordinates.

EMERGENCY OCCURRING DURING REGULAR WORK HOURS

EMERGENCY SIGNALS

1. FIRE

In case of fire a GONG will be sounded on each floor of the building. This involves evacuation of the premises. During fire drills employees will remain out of the building for five minutes unless otherwise directed by the Coordinator. Employees will not return to the building of their own accord, but will await instructions from the Building Disaster Officer.

2. AIR RAID

In case of threatened air raid, a horn will be sounded on each floor of the building. The signal will consist of a steady uninterrupted horn sound lasting thirty seconds and repeated at thirty-second intervals. In this case employees will proceed to designated shelter areas within the building. The all clear signal will consist of a steady uninterrupted horn sound of ten-second duration.

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3. OTHER EMERGENCY

In case of other types of emergency, a horn will be sounded on each floor of the building. The signal will consist of a series of short horn sounds lasting thirty seconds and repeated at thirty-second intervals. In this case employees will remain at their desks and await orders from their Area Disaster Officers. The end of the emergency, in the absence of instructions to the contrary, will be indicated by a steady, uninterrupted horn sound of ten-second duration.

FIRE EMERGENCY

EMPLOYEES

When the fire signal is sounded, each employee will immediately lock up in safes all material classified above RESTRICTED which he may have in his custody at the time, secure windows, and place himself under the leadership of the Area Disaster Officer, who will guide his area group from the building. The safeguarding of classified material should be completed within two or three minutes. When the group has left the area, the Alternate Area Disaster Officer will make a quick final check to determine that classified material has not been left exposed,

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as circumstances may warrant. The Building Officer will indicate when employees may return to the building, which, in case of a drill, would usually be in five minutes.

COORDINATOR

Will proceed to the scene of the emergency, exercise general direction over the emergency activities, issue instructions as necessary, determine that all possible security measures have been adopted, and perform such other functions as he may deem appropriate.

FIRE ALARM

An employee detecting a fire will immediately pull the fire alarm switch in those buildings equipped with fire alarm boxes, and then notify the P.B.A. Guard, who will summon the City Fire Department. If a building is not equipped with fire alarm boxes, the P.B.A. Guard will be notified at once by the employee detecting the fire.

REPORTS

The Building Disaster Officer, in conjunction with his subordinate Disaster Officers, will prepare a report concerning the incident for sub-

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mission to the Coordinator. The report should include causes of the incident, effect, property damage and details regarding the destruction of documentary material, if any.

AIR RAID EMERGENCY

EMPLOYEES

When the air raid signal is sounded, each employee will immediately lock up in safes all material classified above RESTRICTED which he may have in his custody at the time, secure the windows, extinguish lights, and place himself under the leadership of the Area Disaster Officer, who will guide his area group to a designated shelter area within the building. If the air raid signal is sounded at an hour of darkness, in addition to the foregoing, employees will draw the blinds or adjust blackout materials, if the windows and outer doors are so equipped. The safeguarding of classified material, together with the other precautions mentioned in this paragraph, should be completed in approximately five minutes. When the group has left the area the Alternate Area Disaster Officer will make a quick final check to determine that

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classified material has not been left exposed, safes are locked, and all other precautions have been taken.

AREA DISASTER OFFICERS

Upon sounding of the air raid signal, the Area Disaster Officer will supervise the safeguarding of classified material, the securing of windows, the extinguishing of lights, maintain order, and lead his area group to a designated shelter area within the building.

FLOOR DISASTER OFFICERS

Will coordinate and direct the flow of groups on their respective floors to designated shelter areas. If the use of stairways is required to reach shelter areas, the Floor Officers will regulate traffic into the stair wells to avoid congestion.

BUILDING DISASTER OFFICERS

Will exercise general direction over their subordinate Disaster Officers, supervise proceedings, and take such other action in their respective buildings as they deem necessary.

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COORDINATOR

Will exercise general direction of the entire disaster organization, issue instructions as necessary, receive and analyze reports, determine that all possible security measures have been adopted, and perform such other functions during the period of the emergency as he deems the circumstances warrant.

REPORTS

Building Disaster Officers will submit reports of the air raid to the Coordinator, including property damage, loss or destruction of documentary material, and casualties.

OTHER EMERGENCIES

EMPLOYEES

When the signal denoting "other emergency" is sounded, all employees will remain at their desks in a state of readiness, and will await orders from their Area Disaster Officers. No steps of any kind will be taken by employees until instructions are issued to them by their Area Disaster Officials. Employees are at liberty to take appropriate action on their

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with at once.

AREA DISASTER OFFICIALS

Normally, will take no action but will await orders from the Floor Disaster Officer. If an Area Officer is suddenly confronted with a critical situation requiring immediate action, he will take such steps as are appropriate to the occasion, and subsequently notify the Floor Disaster Officer.

FLOOR DISASTER OFFICER

Normally, will take no action but will await orders from the Building Disaster Officer. If an emergency requires immediate handling, the Floor Disaster Officer may take such action as he deems the circumstances warrant, and notify the Building Disaster Officer.

BUILDING DISASTER OFFICER

Normally, will take no action but will await orders from the Disaster Coordinator. If an emergency requires immediate handling, he may take such action as he deems the circumstances warrant, and notify the Coordinator.

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COORDINATOR

Will issue such instructions and take such action as may be warranted by the particular type of emergency which may have occurred.

REPORTS

Building Disaster Officers whose installations are involved in the emergency will submit reports of the circumstances to the Coordinator.

GENERAL

SIGNS

The Security Division will arrange for the preparation of signs denoting the location of air raid shelter areas, and signs to be posted in the various building areas indicating the names of the Area Disaster Officers and a brief explanation of the various emergency signals.

MILITARY AND POLICE AID

ICAPS will make arrangements, through the proper military and City Police authorities, for the furnishing of armed aid in the event of an emergency of sufficient gravity to warrant such assistance. These arrangements would also provide for the inclusion of CIC buildings in the

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list of critical installations contained in the current Military District of Washington White Plan (MDW-EP^WQ-45, 6 January 1947) and any subsequent revisions.

BLACKOUT MATERIALS AND EMERGENCY EQUIPMENT

The Security Division will explore the availability of blackout materials which could be obtained quickly in case of emergency. ICAPS will investigate sources from which emergency power and light generating equipment could be procured for possible use in maintaining communications and other vital services in emergencies.

VISITORS

During actual emergencies, or when drills are held, employees who have visitors present in their offices will take such persons into their custody and accompany them out of the building or into shelter areas, according to the type of emergency or drill. When shelter areas are involved, employees will remain with their visitors throughout the emergency or drill. Receptionists who may be escorting visitors at such times will follow the same procedure.

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PROTECTION OF CLASSIFIED MATERIAL

In taking steps to safeguard classified information during an emergency or a drill, employees will give priority to TOP SECRET and SECRET documents. If circumstances do not permit the locking of such material in safes, the Building, Floor or Area Disaster Officer will take steps to remove the documents from the building under secure conditions, or in the face of imminent compromise, will destroy them by burning.

SUSPICIOUS CIRCUMSTANCES

Employees observing suspicious circumstances, or persons appearing to be connected with the emergency, will immediately report the facts to the Security Officer, CIG.

SECURITY DIVISION, CIG

The staff of the Security Division will be placed at the disposal of the Coordinator in times of emergency, and in normal periods will perform such duties in the disaster organization as the Coordinator may direct.

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DUPLICATION OF IMPORTANT CLASSIFIED DOCUMENTS

Arrangements will be made to duplicate important classified documents, the loss of which might seriously impair the effectiveness of the CIG in an emergency. Documents so duplicated would be stored in a suitable depository located outside of the city. Microfilming or other practical method may be employed for duplicating the documents. The Director, CIG, or his designees, will determine which documents or groups of documents will be duplicated and where they will be stored.

DRILLS

Fire, air raid and other emergency drills will be held at intervals, in the discretion of the Coordinator. The Chief, Security Division, will be responsible for causing the emergency signals to be given. He will determine the time, building and type of drill to be held, after consultation with the Coordinator.